

**BY LAWS OF**  
**THE OHIO AREA SERVICE COMMITTEE OF COCAINE**  
**ANONYMOUS**

**ARTICLE I -NAME:**

- A. The name of this association shall be The Ohio Area Service Committee of Cocaine Anonymous (herein after called Area).

**ARTICLE II -PURPOSE:**

- A. To serve the common needs of its district members and to facilitate unification of the fellowship in the spirit of the 12 Traditions.
- B. To stay in contact with the CA World Service Office for purposes of registering/updating it's meeting information in the World Directory.
- C. To communicate information regarding Area functions such as Service Conferences, conventions and other special events to promote and insure unity within the CA fellowship as a whole.
- D. To always keep in mind our primary purpose: to carry the message to the addict who stills suffers.

**ARTICLE III - MEMBERSHIP:**

- A. Any District/Isolated Group (Loner Group) in the state of Ohio and surrounding area shall be eligible for membership upon approval of a completed membership application submitted in writing to the Area.
  - 1. The application shall be dated and signed by two (2) District/ Group Officers.
  - 2. The application shall contain the name and mailing address of the District/Loner Group, and the names, addresses and telephone numbers of all Representatives for said District/Loner Group.
- B. There are no dues or fees for membership.

C. All members of CA are invited to attend and be recognized by the Area Chairperson when presented by their District/Group Representative at the Area Service Meeting.

D. If a District/Loner Group experiences any change which may affect their voting eligibility (ex: election, number of meetings, resignation) that District/Loner Group shall re-submit an application at the next Area meeting after the change.

E. Any District/Loner Group may withdraw from the Area by giving written notice of their desire to the Area Chairperson. The withdrawal shall be effective UPON receipt of the notice.

F. No District, or individual shall incur any financial obligation on behalf of the Area without the authority and consent of the Area.

G. Member District or Groups shall be guided by their own District or Group conscience. The Area shall have no control over internal affairs, management or conduct of any member District or Group.

#### **ARTICLE IV-AREA EXPENSES**

1. Cost for rent and coffee for Area Service Meetings
2. Chips and Literature inventory
3. Telephone line
4. Standing Committees (ex. Mailings, copying, etc.)
5. Central Office workers
6. Insurance
7. Legal fees, accountant fees, employee fees and/or sales tax
8. Postage and supplies
9. Delegate expenses to WSC and Regional Assembly
10. Bank charges
11. Travel expenses of Area Officers @ .15 per mile
12. Area convention

## **ARTILCLE V -AREA OFFICERS:**

A. The officers shall consist of: Chairperson, Vice Chairperson/Parliamentarian, Secretary, Treasurer, and World Service Conference Delegates as required and 2 alternate W.S.C. Delegates.

1. The officers are to be elected by the voting procedures outlined in article IX.

2. The officers should not hold any other District office, (ex. DSR, Chairperson). This is to keep the decision making in the hands of the Districts and in the spirit of the Second Tradition.

B. Duties:

1. The officers shall be subordinate to the Area in accordance with the Second and Ninth Traditions.

2. The officers shall perform any and all duties imposed on them by these By-laws.

3. No officer shall incur any financial obligation on behalf of the Area without the authority and consent of the Area.

C. Vacancies

1. Any resignation shall be presented in writing to the Area Chairperson or Vice Chairperson.

2. In the event of a vacancy by either resignation or removal from office an election shall be held at the next Area meeting following the vacancy.

3. If the office of Chairperson becomes vacant by either resignation or removal from office, the Vice Chairperson shall complete the remaining term of the vacant chair position. An election shall be held for Vice Chairperson at the next Area Meeting.

a. In the event of the vacancy of both the Chairperson and Vice Chairperson positions, the Treasurer shall chair a Nominating Committee to propose candidates for the election to be held at the next Area Meeting.

b. Any officer of the Area may be removed from office for just cause upon two-thirds vote of the Area. To allow the opportunity

for redress (in keeping with the 5<sup>th</sup> concept) the individual will receive at least a one (1) week notice prior to the effective date of the action to remove (the effective date will be the next Area meeting). Whenever possible the notice will be in writing and will be mailed.

- c. In the event of removal or resignation of the Chairperson and of the Vice Chairperson, the Secretary calls the meeting to order and presides until the immediate election of a Chairperson.
- d. In the event no written resignation is received, failure of an officer to act for sixty days will result in a vote for removal from office.
- e. In the absence of the Chairperson and the Vice Chairperson, the Secretary shall call the meeting to order and preside.

## **ARTICLE VI- MEETINGS**

A. The Area shall meet bi-monthly starting in January on the second Sunday of the month at 12:30 pm at Akron City Hospital 111 Arch St. Akron, Ohio (except for the March and May meetings which shall be held the third Sunday of the month). An emergency or special meeting may be called by the Chairperson to be held at any designated point, with at least whenever possible, a two (2) week notice, by first class mail, or telephone call to all Officers and voting members of the Area.

B. All financial transactions are to be made at the Area meeting or through the mail to the Area Treasurer.

## **ARTICLE VII-AREA OFFICER QUALIFICATIONS AND RESPONSIBILITIES**

### **1. CHAIRPERSON:**

- A. Arranges agenda
- B. Presides over Bi-Monthly meetings
- C. Assumes responsibility of coordinating all Area activities.
- D. Encourages trusted servants to chair Area committees.

- E. Only votes in case of a tie.
- F. Sobriety- suggested two years of continuous sobriety.
- G. One year of active service in CA.
- H. Be willing to fulfill a two-year commitment of service to be re-approved on a yearly Basis.
- I. Must have served as a voting member at the Area level of service.

## **2. VICE CHAIRPERSON/PARLIAMENTARIAN**

- A. Performs duties of the Chairperson upon his absence.
- B. Serves as Parliamentarian for the Area Meeting.
- C. Chairs Finance committee.
- D. Coordinates general committee activities.
- E. Sobriety-suggested two years continuous sobriety.
- F. One year of active service in CA.
- G. Willing to fulfill a four-year commitment, (two years as Vice Chairperson which rotates to two years as Chairperson; to be re-approved on a yearly Basis.
- H. Must have served as a voting member at the Area level of service.

## **3. SECRETARY**

- A. Keeps accurate minutes of each Area Meeting.
- B. Chairs Archives committee.
- C. Mails minutes to Area members within a 30-day period.
- D. Handles correspondence and maintains business records of the Area.
- E. Keeps an updated mailing list of Area Officers, Standing Committee Chairpersons, and other voting members of the Area.
- F. Sobriety- suggested one year of continuous sobriety.
- G. Six months of active service in CA.
- H. Willing to fulfill a two-year commitment; to be re-approved on a yearly Basis.
- I. Must have served as a voting member at the Area level of service.

#### **4. TREASURER**

- A. Receives and deposits financial contributions to the Area into the Area checking account.
- B. Keeps an accurate book keeping system.
- C. Maintains Area checking account making sure two (2) Officers signatures are required.
- D. Is gainfully employed/financially stable.
- E. Verifies necessary documents are filed in a timely manor with regulatory agencies (taxes, state, non profit corporation forms, etc.)
- F. Sends Area contributions to the World Service Office (WSO).
- G. Gives written monthly financial report.
- H. Attends Finance committee.
- I. Sobriety- suggested two-years of continuous sobriety.
- J. One year of active service in CA.
- K. Willing to fulfill a two (2) year commitment; to be re-approved on a yearly basis.
- L. Must have served as a voting member of the Area.

#### **5. WORLD SERVICE CONFERENCE DELEGATE**

The Delegate's job is a Spiritual One!

- A. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
- B. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every conference Delegate, after his or her election, will notify the WSO in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
- C. After the conference, the Delegate transmits the information back to his or her Area through the Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of CA.

- D. Delegates shall encourage their Areas to generate funds to help support World Service.
- E. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
- F. Delegates cooperate with WSO by providing local meeting schedules and local CA information numbers.
- G. Delegates provide CA leadership by helping to solve local problems involving the CA Traditions.
- H. Delegates visit Groups in the Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to the Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
- I. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year.
- J. Delegates keep Alternate Delegates fully informed, so that Alternate can replace the Delegate in an Emergency.
- K. Delegates shall help all newly elected WSC Delegates from their Areas by passing on the knowledge of WSC procedures.
- L. It is the Delegate's responsibility to ensure that their WSC Committee is in action throughout the year and that quarterly Committee reports are sent to WSO.
- M. Must have served as a DSR or Loner Group Rep. Or an Officer of the Area or District, past or present.
- N. Sobriety- suggested two (2) years continuous sobriety.
- O. Willing to serve at four (4) WSC's AND based on performance of the previous year be re-approved on a yearly basis.
- P. The Delegates are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

Q. Each Delegate should actively serve on a committee of the Area Convention.

**6. ALTERNATE WORLD SERVICE CONFERENCE DELEGATE**

C. Performs duties of the WSC Delegate in absence of the Delegate.

A Sobriety- suggested two-years of continuous sobriety.

B. Must have served as a DSR. Or Loner Group Rep. or an Officer of the Area past or present.

D. Must be re-elected on a yearly basis.

**ARTICLE VIII- SUGGESTED AREA FUNCTIONS**

A. The Area Service Committee is entrusted with local Fellowship Incorporation.

B. Coordinates Area telephone services.

C. Distributes and/or sells literature and chips.

D. Maintains the following Standing Committees (when appropriate) that include:

1. Public Information
2. Archives
3. Special Events/Convention
4. Hospital and Institutions
5. Chips and Literature
6. Finance
7. CA Unity
8. Information Technologies
9. Fundraising

E. Maintains and updates a list of all Area meetings.

F. Maintains ongoing communications with the Districts.

G. Maintains ongoing communications with the World Service Office and World Service Committee.

H. Publishes newsletter.

I. Publishes and distributes Area meeting Schedules.

J. Elects Delegates to the World Service Conference.

- K. Holds assemblies and/or bi-monthly Service meetings.
- L. Sponsors service days and workshops.
- M. Sponsors Area Conventions.
- N. Establishes and administers a Central Office, if appropriate.
- O. Maintains a bank checking account requiring the signatures of the Treasurer and one (1) of the following Area Officers:  
Chairperson/Vice Chairperson/Secretary.

**ARTICLE IX- VOTING GUIDELINES**

A. Quorum

- 1. A minimum **8** of the following voting Reps.: DSR’s, Loner Group Reps. and District Chairpersons, and three (3) Area Officers (which includes at least one (1) Delegate) present at a regular or duly called meeting shall constitute a quorum for the transaction of any and all regular business, including but not limited to, the election of Officers.

B. Voting members: District Service Representatives; Loner Group Representative; District Chairpersons; W.S.C. Delegates; Area Vice Chairperson; Area Secretary; Area Treasurer; and Standing Committee Chairpersons.

C. Each District shall be allowed one (1) voting member District Service Representative (DSR) for every ten (10) groups meeting in the District.

- |                         |                              |
|-------------------------|------------------------------|
| 1-10 meetings: 1 DSR    | 11-20 meetings: 2 DSR’s      |
| 21-30 meetings: 3 DSR’s | 31-40 meetings: 4 DSR’s etc. |

A Loner Group may have one (1) voting member Group Service Representative (GSR) and one (1) alternate for their group.

- D. A simple majority is required to pass a motion except in certain motions that require two-thirds vote.
- E. The elected DSR, Loner group GSR, District Chairperson, Standing Committee Chairpersons and Area Officers (with the exception of the

Area Chairperson) have voting rights, unless they are absent and then the voting rights will go to their alternate Rep.

F. There shall be no vote by proxy.

G. Voting guidelines for the November Re-Approvals,

1. The Area Chairperson shall determine the form of voting (i.e. ballot, raising of hands etc.) unless otherwise specified.
2. Each Area Officer shall be re-approved on a yearly basis by secret ballot. Area Officers need not be present at the November Area meeting to be re-approved.
  - a. Re-approvals shall be used to evaluate the member's performance since their election or during the past year.
  - b. If an Officer is not re-approved, that position shall be open for nominations in the current November election.
3. All Re-approvals will precede the elections in order to determine the number of vacant positions necessary to fill. Re-approvals are not part of the election process.

H. .Voting guidelines for November Elections:

1. To be eligible to vote during the November elections, a district or loner group must have a current application with the names of all current voting members on file before the September Area meeting.
2. To be eligible to vote during the November elections, a member must have attended at least half the meetings where they were eligible to vote during the calendar year, (exceptions to be approved by 2/3 vote of the Area). SEE CHART BELOW

Month first attends the Area as a voting member	Number of meetings attended by the November election	Eligible to vote in the November election
November-January	3 or more	Yes
February-May	2 or more	Yes
June-September	1 or more	Yes

Any member eligible to cast their first election vote in November shall be approved by a 2/3 affirmative vote of the present voting area members.

4. Any member who meets the qualifications for an office may be nominated from the floor in addition to the candidates presented by the Nomination Committee.

## **ARTICLE X- COMMITTEES**

### A. Nominating Committee

1. The Nominating Committee shall consist of the Chairpersons of all active Standing Committees and the outgoing Area Chairperson. The Vice Chairperson of the Area shall chair the Nominating Committee.

2. Procedure:

- A. To be eligible for nomination and election to an Area office a person should:

1. Have the required time of sobriety.
    2. Meet the qualifications of said office
    3. Be present when nominations and elections occur.

- B. The Nominating Committee will meet between the September and November Area meetings as many times as necessary to consider the qualifications of those eligible for office, in the year of elections or when needed.

C. The Nominating Committee will select two (2) or three (3) eligible members from the Area for each office, as a slate for election at the November meeting.

D. The voting representatives at the November meeting may submit additional nominations from the floor.

#### **B. Advisory Committee**

1. All advisory Committees are subordinate to the body that appoints them with their duties and authority, and the number of regular meetings and quorum as defined by their parent body and or its authority.
2. All Advisory Committees shall act in an Advisory capacity only to the appointing body and shall be clearly titled as “Advisory” Committees.
3. All Advisory Committees shall submit a written report to their appointing body at each regular meeting of that body as a minimum.

#### **C. Standing Committees**

1. The Committees shall maintain and keep on file at the Area a Standing Operating Procedure and a Statement of Purpose for that committee. The Area may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these By-Laws.
2. Committees that are Area funded shall submit a proposed annual budget to the Finance Committee for review prior to the November Area meeting for the use during the following year.
3. The duty of all committees shall be to keep a list of all contacts, events, accomplishments, goals of said committees, and submit *them* to the Area at the November meeting.
4. These committees shall submit a written and/or oral report of activities at each meeting of the Area to be approved or rejected in whole or in part by the Area.
5. The committees shall elect their own Officers from their active members. The elections shall be done on a yearly basis. The spirit of

rotation should be honored. The committees shall inform the Area of all Officer changes at the next Area meeting when they occur.

6. Removal/Vacancy of Standing Committee Chairpersons

a. Any resignation should be presented in writing to the Committee Vice-Chairperson to then be given, at the next Area meeting, to the Area Chairperson or Vice-Chairperson.

b. Failure of a Committee Chairperson to act for sixty days shall be considered a voluntary unwritten resignation, and the Vice-Chairperson shall rotate to the Chairperson position.

c. In the event of a vacancy of the Committee Chairperson, if no Vice-Chairperson exists, the committee shall hold an election at the next Committee meeting following the vacancy.

d. If no active committee members exist, the Area shall hold an election for Chairperson and the committee shall be reformed.

e. Each committee shall follow the guidelines set by the World Service Office.

D. Special Committees

Special Committees shall be formed and disbanded by the Area as events or needs arise (i.e. Structure and By-Laws)

**ARTICLE XI- AUTHORITY**

The Area shall operate under the guidelines of the Twelve Traditions as adopted by the World Service Conference, The World Service Manual, and Roberts Rule of Order in all cases where they are not inconsistent with these By-Laws and any special rules the Area may adopt.

**ARTICLE XII**

Articles may be amended only by an affirmative vote of two-thirds of the voting members present.

**Revised 09/2009**